

**DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**CORRECTIONS SECURITY REPRESENTATIVE**

**JOB DESCRIPTION**

Employees in this job serve as corrections security representatives working in the Absconder Recovery Program, responsible for locating and returning escapees, walk-aways, or parole or probation violators to the correctional system.

There is one classification in this job.

**Position Code Title – Corrections Security Representative-E**

**Corrections Security Representative E10**

This is the experienced level. Work requires considerable independent judgment to interpret and apply departmental guidelines to a complex variety of situations.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Conducts investigations to determine the whereabouts of escaped prisoners, parole absconders, or probation violators. May use the LEIN system or other computerized network.

Works with federal, state or local law officials in coordinating and assisting in the apprehension of parole absconders and escaped prisoners.

Plans and implements apprehension of an escapee using surveillance techniques.

Monitors radio communications to assist investigators in the field.

Obtains search warrants.

Transports prisoners to and from custody facilities.

May assist parole/probation officers by making home checks, employment verifications, and participation in rehabilitation or educational programs.

May perform searches of prisoners.

May perform custody and security duties.

Prepares reports; maintains daily logs.

Performs related work appropriate to the classification as assigned.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

Considerable knowledge of interviewing and investigative techniques utilized in locating escaped prisoners and absconded parolees.

Considerable knowledge of surveillance techniques.

Considerable knowledge of parole and probation laws pertaining to adult offenders and related departmental policies.

Considerable knowledge of prisoner/parolee behaviors and problems.

Considerable skill in self-defense and restraint procedures.

Ability to maintain records, prepare reports, and conduct correspondence.

Ability to maintain composure during stressful situations.

Ability to divert violence or ease tension through persuasion and understanding, rather than use of force.

Ability to relate to prisoners/parolees and to gain their respect and confidence.

Ability to communicate effectively.

Ability to obtain and maintain a concealed weapons permit.

Ability to use surveillance equipment, e.g. binoculars, spotting scope, radio.

Ability to maintain favorable public relations.

**Working Conditions**

The employee may work in an environment that is extremely uncomfortable and where there is a significant chance of incurring a disabling or life threatening injury.

The employee is trained and authorized to carry concealed weapons.

The employee may be assigned to work any day of the week or on any shift.

The job requires direct contact with escapees, walk-aways, or parole or probation violators of the correctional system.

## **CORRECTIONS SECURITY REPRESENTATIVE**

**PAGE No. 3**

The job duties require the ability to operate a motor vehicle.

### **Physical Requirements**

Absence of any physical limitation which would impair effective performance as a Corrections Security Representative.

### **Education**

Possession of a high school diploma or General Educational Development certificate and fifteen semester (or 23 term) college credit hours in one or a combination of the following areas: correctional administration, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement.

### **Experience**

Two years of experience as a Corrections Officer or Corrections Medical Aide.

### **Special Requirements, Licenses, and Certifications**

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996. Satisfactory completion of annual recertification and training.

Possession of a valid Michigan driver's license.

At the time of appointment, the individual must not have any limitation that would prevent the issuance of a concealed weapon permit.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
CORSECREP	Corrections Security Representative

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Corrections Security Representative-E	CORSCREP	C12-005